

## Study Exchange Programme - Participant Terms and Conditions

Acceptance of an offer for Study Exchange signifies acceptance of the terms and conditions detailed in this document. The purpose of this document is to set out the framework within which the University's Study Exchange Programme operates and the obligations of participating students, all of which are essential to ensuring that students have a safe and successful experience abroad. It supplements information given to students during the pre-departure meetings and the academic requirements detailed in the undergraduate regulations.

The University of Aberdeen's Study Exchange Programme is managed by the Go Abroad Team.

### 1. Study Exchange Programme and Host Institutions

1. Study abroad for credit is permitted only on the University of Aberdeen's Study Exchange Programme.
2. All Go Abroad programmes are reviewed regularly to ensure that required standards are maintained, a process that includes the evaluation of student feedback. All partners are carefully selected, and the University of Aberdeen maintains good relations with them. The chief concern is the welfare and academic experience of all students participating in the Study Exchange Programme, and partnerships may be withdrawn if staff or students report serious issues.
3. All partner institutions will require students to complete an application process, once the student has been nominated to participate in the exchange programme by the University of Aberdeen. The final decision on admission will be made by the partner institution.
4. The Go Abroad Team will inform students about the application process to the partner institution and provide documents required from the University, such as a copy of the academic transcript. However, students are responsible for ensuring that they meet the partner institution's deadlines, prepare any application documents, and meet all application requirements.
5. The exchange offer duration is stated as the University of Aberdeen single term or academic year. Students should understand that term dates vary world-wide. Students are expected to check the equivalent term dates at their host institution, including exam periods, to ensure there is no overlap with the University of Aberdeen term dates (eg that a first term exchange will conclude before the second term commences in Aberdeen). Students should be mindful of the host institution term dates when making exchange arrangements including the booking of any personal travel before and after.

### 2. Pre-departure requirements

1. All students participating in the Study Exchange Programme are required to attend two information sessions organised by the Go Abroad Team: the "Next Steps" session in March and the "Pre-departure" session in April/October depending on departure date. Any student who does not engage with these mandatory sessions, without being excused in advance, may have their offer to study abroad withdrawn.
2. In addition, students are expected to attend any information sessions organised by their School/Department, where relevant.

3. Students are responsible for ensuring that they understand the information given to them in the information sessions. Any questions or concerns should be raised with the Go Abroad Team before leaving Aberdeen.
4. Continued participation in the Study Exchange Programme is conditional upon a student achieving the following:
  - a) Sufficient credits, equivalent to 120 Aberdeen credit points per programme year, and the compulsory course requirements of the degree. Students going abroad for the full year, or first term should not ordinarily have any outstanding reassessments.
  - b) An average grade at C or above (Engineering students must have most of their Grades at A1-A5; Psychology students need a B2 average grade with no D-level grades). Plus, any other academic criteria communicated in the offer letter. For students intending to complete a Joint Honours degree, they must meet this condition in both subject areas.
  - c) Continued support of the relevant Go Abroad Tutor(s).
  - d) Acceptance by the host institution.
  - e) Completion of all necessary Go Abroad paperwork, submitted by the required deadlines.
  - f) Registration for required and/or appropriate courses at the host institution.
5. Students are responsible for ensuring that they have a passport which is valid for at least 6 months following the end of the Study Exchange Programme.
6. Students are responsible for researching the entry requirements for their study exchange destination and applying for any appropriate visas and/or permits (if applicable) in good time, checking recommended processing times as indicated by the relevant host country embassy/consulate.
7. International students should seek advice from the International Student Advisors should they have any questions about returning to the UK at the end of a Study Exchange Programme. International Students are also obliged to comply with continued UK Student Visa monitoring processes whilst abroad. Guidance will be provided by the Go Abroad Team and International Student Advisors.

### 3. Communication

1. The University maintains regular contact with students on the Study Exchange Programme primarily via their University of Aberdeen email account. Students are therefore expected to check their Aberdeen email account regularly whilst abroad (at least twice per week), and to respond to the Go Abroad Team's communications as requested and in a timely manner.
2. Students are expected to read any communications from the host institution diligently and regularly check their host institution email account, if one is provided (at least twice per week). Students are expected to respond to the host institution's communications as requested and in a timely manner.
3. Students are responsible for returning study exchange documentation by stipulated deadlines, retaining copies and providing replacement copies if requested by the Go Abroad Team or host institution. Failure to meet the stipulated deadlines may result in students: being withdrawn from the Study Exchange Programme; not being accepted for exchange by the host institution; delayed payments/cancellation of exchange funding (where applicable); the inability to transfer back credits/course recognition (where applicable).
4. Students must remain a registered University of Aberdeen student whilst overseas and must complete online registration at the University of Aberdeen by the University's stipulated

deadlines.

5. Students must ensure that their Personal Details are updated with their overseas contact details via the Student Hub as soon as possible after their arrival at the host destination. This must include a contact telephone number (preferably a mobile number). Students will also be asked to provide these details to the Go Abroad Team on their arrival documentation.
6. While the Go Abroad Team are in regular contact with students during study exchange placements, it is expected that students will also be pro-active and contact the Go Abroad Team should they experience any problems while abroad. For study exchange matters, the primary University contact is the Go Abroad Team - [GoAbroad.Outgoing@abdn.ac.uk](mailto:GoAbroad.Outgoing@abdn.ac.uk). For academic matters relating to the student's degree subject, students should contact their assigned Go Abroad Tutor(s).
7. The University will provide students with full details for university contacts, including emergency contacts, at the pre-departure session and in the Go Abroad Handbook.
8. The University will only assist with enquiries relating to the Study Exchange Programme from next of kin where the student has authorised this pre-departure.
9. Students will be required to provide emergency contact details for the duration of the Study Exchange Programme prior to departure.
10. The University of Aberdeen and the host institution will share information about a student as appropriate and relevant to the Study Exchange Programme to assure students' personal safety and facilitate academic progress (please see the section on data sharing for more information).
11. Students will be required to provide feedback to the University of Aberdeen at the end of their exchange.

#### 4. Academic Matters

1. The transfer of credit and recognition of courses achieved during the Study Exchange Programme is entirely at the discretion of the appropriate authorities at the University of Aberdeen.
2. Students should consult with the named Go Abroad Tutor(s) for their degree subject(s) to complete a Course Selection Form listing the courses to be undertaken during the Study Exchange Programme. Students must cover any compulsory modules for their degree during the Study Exchange Programme and the equivalent courses at the host institution must be clearly noted on the Course Selection Form.
3. Students are responsible for obtaining approval from the Go Abroad Tutor(s) for their degree subject(s) before making any changes to the courses listed on the Course Selection Form noted in 4.2 above.
4. While studying at a partner institution, students shall be subject to the academic regulations of the partner institution. This includes a commitment to maintain full-time student status, sitting all exams and submitting all coursework required by the host institution.
5. The University of Aberdeen applies a credit-only policy to non-compulsory Study Exchange Programmes. Students will normally receive a maximum of 60 SCQF credits for each term; students on compulsory study exchange will receive the amount of credit detailed in the degree

prescription for the Study Exchange Programme. The individual grades obtained during the Study Exchange Programme will not be transferred and will not be included in the calculation of the student's final Honours classification.

6. Students who do not achieve all required courses during the exchange study period will receive partial credit (where applicable), equivalent to their achievements. Students who fail to achieve the credit required or any compulsory course equivalents will be required to repeat compulsory courses/take extra credit on return to the University of Aberdeen. Failing courses during the Study Exchange Programme may affect academic progression and/or graduation.
7. Students should familiarise themselves pre-departure with the [General Regulations for First Degrees](#) requirements for progression, Regulation 16. These regulations apply to all students undertaking Study Exchange Programmes.
8. Students are responsible for ensuring the Go Abroad Team receive a transcript detailing the achievements from the Study Exchange Programme. Students must provide this promptly at the end of the exchange, to avoid any delay with credit transfer and academic progression.
9. Students intending to take courses taught in a non-native language, will be required to meet the minimum language level set by the host institution prior to commencing the exchange. Students are responsible for providing evidence of language ability, and for any costs associated with obtaining this evidence (eg language tests or a certificate of Language competency from the School of Language, Linguistics, Music and Visual Culture – only applicable to students studying the corresponding language at Aberdeen).

## 5. Accommodation

1. Students are responsible for organising accommodation for the duration of their study exchange.
2. Many host institutions offer, but do not guarantee, student accommodation. Where student accommodation is available, students are responsible for ensuring they submit any application materials required by the host institution by the stipulated deadlines.
3. The host institution may, where it deems appropriate, require students to live in student accommodation managed by the host institution. Should students find issues with accommodation abroad, they should report this to the host institution and the Go Abroad Team as early as possible. Any serious concerns should be raised with the host institution immediately.
4. Where student accommodation is not provided or not required by the host institution, students are responsible for arranging private accommodation from a reputable source. If problems arise with private accommodation, the Go Abroad Team will seek to provide advice but cannot intervene in disputes with private property owners abroad.

## 6. Finance

1. Students undertaking a Study Exchange Programme are still required to pay tuition fees to the University of Aberdeen at the [appropriate rate](#). There is no tuition fee paid to the host institution.  
NB Students who fail to complete online registration on time will find that SAAS/Student Finance withdraws their tuition fee support. This is to be avoided at all costs.

2. Host institutions may charge students other fees, eg mandatory health insurance, fieldwork fees, facilities fees, and it is the student's responsibility to confirm these fees pre-departure, and to pay these directly to the host institution. The University of Aberdeen is not responsible for and will not pay for any such expenses.
3. Students receiving student funding should continue to be eligible for grants/loans as normal. Students receiving student funding and undertaking a compulsory Study Exchange Programme may be eligible for further financial assistance from the funding provider for their travel costs.
4. Students are responsible for ensuring that they have sufficient funds available to cover the duration of the Study Exchange Programme. We recommend the [exchange budget calculation tool](#), provided by Digipass.
5. All other costs, including travel, accommodation and visas are the responsibility of the student. Students are responsible for the proper disbursement of any grant or scholarship funding awarded for the duration of the Study Exchange Programme and may be liable to repay such sums as might be judged to have been misspent or paid in error.
6. While studying abroad, eligible students who have financial difficulties are entitled to apply to the University's Discretionary Fund as normal.
7. Students awarded Turing Scheme funding must additionally fulfil the conditions of a funding contract between the student and the University. This includes the timely return of all documentation as specified by the Go Abroad Team. Students who do not meet the requirements of the funding contract (eg who withdraw from the Study Exchange Programme) will forfeit their mobility grant and may be required to return to the University any funds already received. Students with outstanding debts to the University of Aberdeen may not be permitted to register or graduate.
8. On completion of the Study Exchange Programme period, any outstanding debt at the host institution may delay return of a student's transcript to the University of Aberdeen. This will, in turn, delay any credit transfer and impact academic progression.
9. Should students fail to meet the academic requirements for progression during the Study Exchange Programme, they may be required to repeat all or part of the year of study in Aberdeen, with no guarantee of tuition fee support from their funding body.

## 7. Health and Disabilities

1. Students must be aware that health services and student support arrangements will vary from destination to destination. The Go Abroad Team does not have access to any information held by the University of Aberdeen's Student Support Services. Therefore, it is important to the success of the study exchange experience that students disclose any disability/medical conditions/additional support requirements pre-departure to the Go Abroad Team, so that the University can confirm that appropriate support will be available at the host institution. Where appropriate, and in consultation with the student, the University may share information about medical conditions or disabilities with key contacts at the host institution.
2. Students with medical concerns should discuss these with their GP prior to departure.
3. Students are responsible for ensuring that they have any necessary vaccinations or medical examinations prior to departure. Students are also responsible for investigating rules regarding whether they can take any prescription medication abroad to their exchange destination (if

applicable).

4. Students are strongly encouraged to notify the University of Aberdeen of any health concerns that arise during their Study Exchange Programme, and that may influence negatively on their academic performance or study exchange experience.
5. Students will be required to register for Travel Insurance provided by the University of Aberdeen's Insurance underwriter when advised to do so by the Go Abroad Team and are encouraged to sign up to receive any accompanying travel alerts. This Travel Insurance will be provided free of charge. Students traveling to Europe will be required to have a valid European Health Insurance Card/Global Health Insurance Card, as applicable. Students will also be required to meet any health insurance requirements at their host institution, including paying for insurance provided by the host, if applicable.
6. Students are responsible for ensuring that the travel insurance provided by the University of Aberdeen and any health insurance provided by the host institution are sufficient for individual health requirements. Students should obtain personal travel and health insurance for any travel outside of the host destination.

## 8. Student Wellbeing

1. The safety and wellbeing of students undertaking a Study Exchange Programme are paramount. Any student who feels unsafe in a host destination should report this immediately to the Go Abroad Team and to the relevant authorities at the host institution.
2. Students should be mindful of general personal safety precautions and be attentive to advice issued by the University of Aberdeen pre-departure. This includes advice given about safety in particular destinations.
3. Students must follow any safety guidance or instructions issued by the host institution.
4. The University of Aberdeen strongly recommends that students sign up for travel alerts issued by the UK Foreign, Commonwealth & Development Office (FCDO) and the University travel insurance provider. Students should also check the location and contact details for their nearest embassy or consulate on arrival at their host destination.
5. In the event of any international incident, the University of Aberdeen will follow UK FCDO travel advice. Instructions given by the Go Abroad Team in such situations will apply to all students, regardless of whether they are UK citizens.
6. Students who do not follow safety guidance issued by the University of Aberdeen or the host institution do so at their own risk.
7. In the unlikely event of an evacuation from a host destination, the University will make every reasonable effort to assist students with travel back to the UK or their home country.
8. The University of Aberdeen's Student Support Services remain available to students while at their host destination.

## 9. Student Conduct

1. University of Aberdeen students who study or work abroad act as ambassadors for the University, and consequently the University expects students to conduct themselves

appropriately, with consideration and respect for the host institution and the wider host community. While resident abroad, students should be mindful of the laws and customs of their host community. The University will view seriously any action by a student abroad that may bring the University of Aberdeen into disrepute.

2. While studying at the host institution, students will be subject to the disciplinary codes and regulations of both the host institution and the University of Aberdeen.
3. Serious disciplinary incidents abroad will be reported to the Go Abroad Team by the host institution. Depending on the nature of the incident, the University may be consulted about an appropriate course of action. However, students should be aware that, ultimately, the University of Aberdeen is not empowered to waive disciplinary action taken by the host institution.
4. The University of Aberdeen and host institution may request students' assistance in promoting the Study Exchange Programme during or after the exchange.
5. Students are expected to adhere to the conditions set out in this document, at all times.

## 10. Extensions or Cancellations

1. It is not normally possible to extend a student's study exchange period.
2. Students may withdraw from non-compulsory study exchanges at any time by notifying the Go Abroad Team. Students wishing to withdraw from compulsory study exchanges should discuss the available options within their degree requirements with the Go Abroad Team and the relevant Go Abroad Tutor(s).
3. Where a student wishes to withdraw from a Study Exchange Programme before departure, the University of Aberdeen cannot reimburse the student for purchased flights, deposits, or visa expenses etc. These costs remain the student's own responsibility.
4. Where a student wishes to withdraw from a Study Exchange Programme before or shortly after arrival at the host destination, re-joining teaching in Aberdeen will usually be possible only until the end of Week 2 of the University of Aberdeen term. It is extremely unlikely that permission to return to Aberdeen after Week 2 would be granted and consequently would entail a leave of absence from the University.
5. Students who withdraw from the host institution without prior consultation with the Go Abroad Team, will be deemed to have withdrawn from the University of Aberdeen and may be required to repay all, or part, of any student funding provided.
6. When a student in receipt of an exchange scholarship or mobility grant withdraws from the Study Exchange Programme, the student will be required to return all or a proportion of the funding to the University or scholarship donor. The proportion of funding to be returned will usually be determined by the point in the Study Exchange Programme which the student withdraws from the placement. Please note that funding bodies have their own terms and conditions, and students are subject to the conditions associated with their own funding contract.
7. Due to external factors (including, but not limited to, global pandemics, natural disasters or political instability in the host country) and the associated complications which may arise, the Study Exchange Programme may be cancelled by either the University of Aberdeen or the host

institution at any point prior to studies commencing.

8. Neither the University of Aberdeen nor the host institution are liable to cover any associated costs incurred by the student because of withdrawal or cancellation for any reason.
9. The Go Abroad Team reserve the right to cancel the Study Exchange Programme at any time if the conditions in this document are not met.

## 11. Consent for Data Sharing

1. The University of Aberdeen may share personal data, provided in the study exchange application, or held within a student's record, with the host institution and any funding bodies (eg when nominating a student to the host university or confirming exchange details to student funding/scholarship organisations). Where the University shares personal data with countries outside of UK, we will ensure that there are appropriate safeguards in place to protect the sharing of personal data.